

<b>RECORDS RETIREMENT REQUEST</b>				ASSIGNED BY RECORDS CENTER JOB NO. <b>58-405</b>	
<i>Submit in original and 3 copies. One copy will be returned to the originating office when material is accessioned by Records Center.</i>				FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE COMPLETE FORM 490 AND REFER TO ABOVE JOB NUMBER.	
PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)					
TO: Chief, Records Center.		FROM: (Office) <b>Mgt. Staff Office of The Chief</b>		DIVISION	
		BRANCH		SECTION	
APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW					
DESCRIPTION OF FILE SERIES (Include: Name of File, Contents, Function, Arrangement and Inclusive Dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140A. RECORDS SHELF LIST (Check appropriate box below.)					
<b>3. TABLES OF ORGANIZATION REVIEW AND COORDINATION FILES</b>  Consists of retained copies of the Staff's comments, recommendations, and approvals or disapprovals of requests for changes in Tables of Organization. These requests are received by the Staff for review and coordination after which they are forwarded to the Office of Personnel. Record copies of the request, concurrences, justifications, comments, and Form 261, T/O Change Authorization, are maintained by the Office of Personnel. Arranged organizationally and chronologically thereunder. <div style="text-align: right;">(1954-1956)</div>					
<div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> CONVENIENCE FILE  <input checked="" type="checkbox"/> SHELF LIST ATTACHED          Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1949-1954)       </div> <div> <input type="checkbox"/> SHELF LIST INCLUDED IN TRANSFER       </div> </div>					
CLASSIFICATION OF RECORDS  <b>Secret</b>			FILE EQUIPMENT OCCUPIED BY RECORDS  <div style="display: flex; justify-content: space-around;"> <div> <input type="checkbox"/> LETTER   <input checked="" type="checkbox"/> LEGAL         </div> <div> <input type="checkbox"/> OTHER (specify)   <b>2</b> NUMBER OF DRAWERS         </div> </div>		
APPROXIMATE REFERENCE ACTIVITY PER MONTH					
LOCATION OF RECORDS					
BUILDING <b>1717 H St.</b>	ROOM <b>556</b>	EXTENSION <div style="border: 1px solid black; width: 40px; height: 20px;"></div>	DATE <b>1/31/58</b>	SIGNATURE OF RECORDS CUSTODIAN <div style="border: 1px solid black; width: 150px; height: 30px;"></div>	
PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)					
TYPE OF MATERIAL <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> RECORD         <input checked="" type="checkbox"/> NON-RECORD       </div>					
RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")  <b>Members of the Office of the Chief only.</b>					
DISPOSITION AUTHORIZATION					
CITE SCHEDULE OR AUTHORITY  <b>Records Control Schedule 30-56, item number 3</b> <b>Records Control Schedule 30-56, item number 6</b>					
BUILDING <b>1717 H St.</b>	ROOM <b>567</b>	EXTENSION <div style="border: 1px solid black; width: 40px; height: 20px;"></div>	DATE <b>1/31/58</b>	SIGNATURE OF AREA RECORDS OFFICER <div style="border: 1px solid black; width: 150px; height: 30px;"></div>	



RECORDS SHELF LIST			JOB NO. 58-405
NOTE: Prepare in duplicate and submit original to Records Center			TOTAL NO. OF CONTAINERS 3
OFFICE	DIVISION	BRANCH	SECTION
Management Staff, Office of the Chief			
CONTAINER NO.	DESCRIPTION AND DATES		
Box 1	Deputy Director/Coordination DD/I Office of DD/I Central Reference FBID' Basic Intelligence FDD ONE <input type="checkbox"/> OCI ORR OSI DD/S NSC No. 169 T/O Headquarters DD/P DD/P Overall Jan. 1954 Office of DD/P CI Staff Eastern Europe FE (3 folders) Foreign Intell I & R Staff International Program Near East & Africa Planning & Program Coord Psychological & Paragraph DD/P Projects T/O ROHORN Southern Europe Records Integration Soviet Russia Western European Western Hemisphere Technical Services Auditor-In-Chief Cable Secretariat Commercial Staff Communication DD/S Director DD/S - DD/S T/O Inspector General Logistics Personnel Medical Staff OGC Security Training		
Box 2			
Box 3	Chrono From Jan. 1949 - July 1954		

**TO: NON-CIA RECIPIENT**

Place signed receipt in envelope and transmit to:

CENTRAL INTELLIGENCE AGENCY  
2430 E STREET NW.  
WASHINGTON 25, D. C.

**TO: CIA RECIPIENT**

Place signed receipt in outgoing messenger box for return through agency messenger service.

ATTENTION: CIA CENTRAL RECORDS RETURN TO:

NAME OF SENDER

C/Management Staff, Room 601 1016 16th St., N.W.

ROOM NO.

BUILDING

Central Intelligence Agency  
**DOCUMENT RECEIPT**

**NOTICE TO RECIPIENT**  
Please Sign This Receipt Immediately and Return as Indicated on Reverse Side.

RECEIPT IS HEREBY ACKNOWLEDGED OF DOCUMENT(S) FROM

**C/Management Staff**

DESCRIPTION OF DOCUMENT

CIA NO.	DOCUMENT DATE	DOCUMENT NO(S).	NUMBER OF COPIES	ATTACHMENTS	CLASS.
143255	2/21/56		3 of 7 cys		TS
DATE			SIGNATURE OF RECIPIENT		
TIME		DEPARTMENT OR AGENCY		OFFICE OR BRANCH	
				Records Center, Management Staff	

FORM NO. 615  
1 JAN 56

USE PREVIOUS EDITIONS.